Audio Engineering Society Standards Committee

Administrative reference - Meeting facilities

General

The specifications for facilities needed for the AES Standards Committee (AESSC) meetings at AES conventions are as follows.

An example room layout is shown in annex A.

1 Rooms

1.1 One main meeting room is needed, capable of seating 30 persons around a rectangular table arrangement. Additional chairs should be available at the walls. An additional table is required in the center of the rectangle to support transcription microphones.

An example room layout is shown in annex A.

1.2 THE ROOMS, IN THEIR OPERATIONAL STATE, MUST BE QUIET ENOUGH TO ALLOW UNAMPLIFIED CONVERSATION. This includes any noise from air conditioning, lighting or equipment such as projectors or computers.

1.3 A smaller writing-group room is no longer needed.

1.4 The rooms with all facilities will be needed beginning one day before the convention for the purpose of network testing.

1.5 Security must be provided for the rooms at all times with access at any time for the Standards Manager(s).

2 Audio-visual equipment

2.1 A video projector and screen, bright enough to be legible with room lights on, for connection to computers using a VGA or HDMI cable, but having a quiet ventilation fan, is needed for each meeting room.

3 Printers and copiers

3.1 A "paperless policy" means that no copy machine or printer is required.

4 Telephones and lines

4.1 No telephone is required

5 Networks

5.1 Ethernet access is needed for computers in the main meeting room and in the facilities room. The ethernet network is required to provide connections to the Internet.

5.2 The network connection must provide uninterrupted bandwidth to support remote participation, including VoIP, shared screens, and video when necessary. It would be unwise to assume that the conference center's normal wifi system will be adequate once the show has started. The network connection should be directly to a circuit in the convention center if one is available. We will need to discuss the details as soon as possible before the convention.

5.3 IP addresses, including gateway and DNS addresses, shall be distributed automatically using DHCP automatic assignment.

5.4 Unless indicated otherwise, network distribution will be provided by the AESSM, including wireless networking (WiFi).

WHERE SWITCHES OR HUBS ARE TO BE USED IN THE MEETING ROOMS, THEY MUST NOT HAVE AUDIBLE FANS.

See room layout drawings for details.

6 Mains power

6.1 Power may be provided as 110 VAC, 60 Hz or 230 VAC 50 Hz, as conventional for the country where the Convention takes place. Where power conversion is required, delegates will take care of their own needs and the Standards Secretariat will take care of any conversion needed for recording, etc.

6.2 Power strips are needed at all meeting tables to service up to 16 notebook computers.

7 Recording equipment

7.1 The AESSC secretariat will bring the recording equipment for setup before the meetings. Recordings are made directly to flash RAM in MP3 format.

8 Volunteers

8.1 One or more volunteers may be assigned to support the standards meetings, subject to discussion.
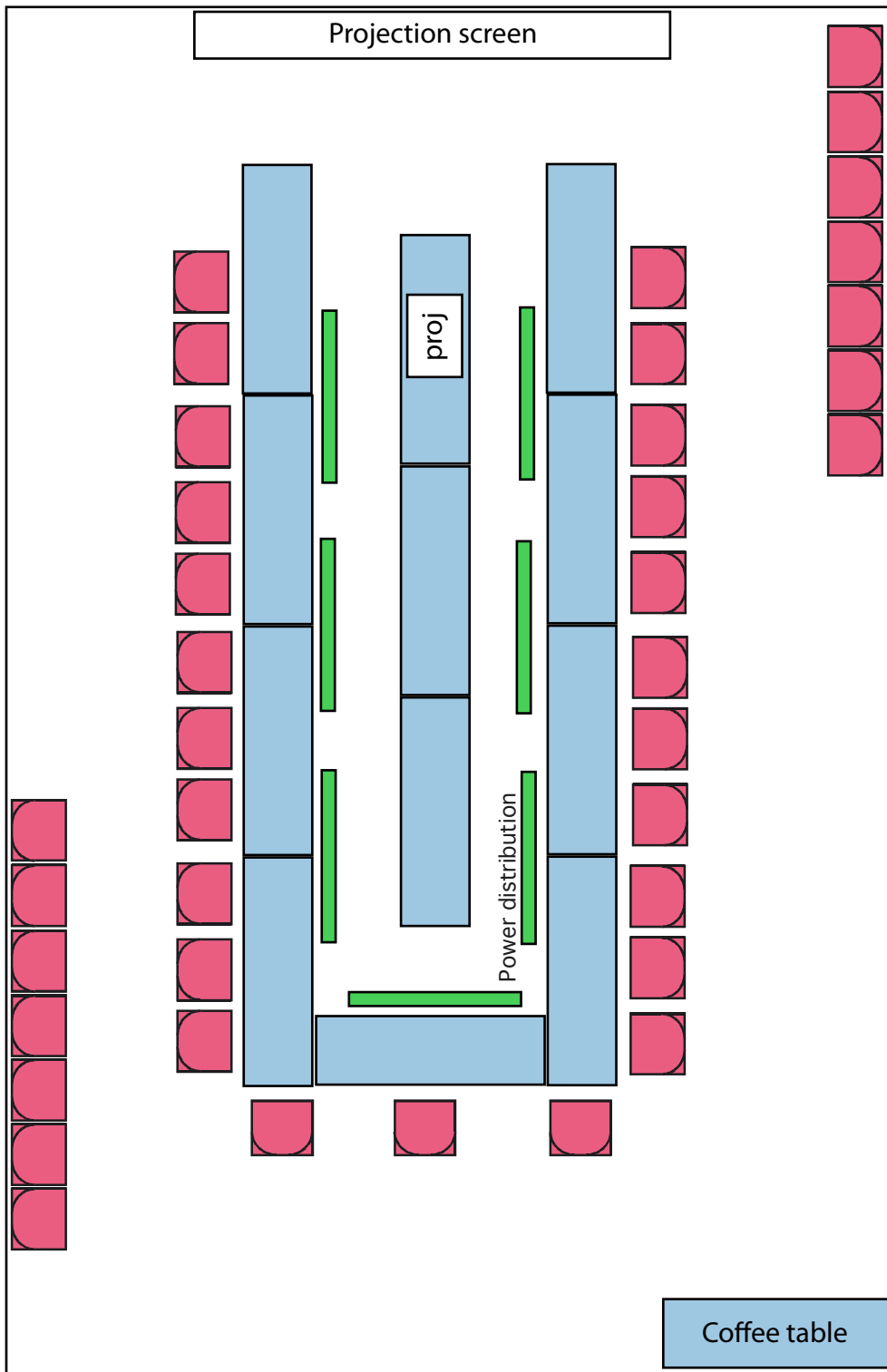
9 Refreshments

9.1 During the six days of meetings coffee, tea, soda should be provided one-half hour before the first meeting each morning; and coffee, tea, and soda served at 15:00 each day except the last. Details to be confirmed with the Standards Manager.

10 Announcements, programs and signage

10.1 Clear and prominent signs should direct the participants to the meeting rooms from the morning of the first day of meetings and throughout the convention.

10.2 All meetings must, for legal and protocol reasons, be announced in all convention schedules that are published before and during the convention, but the actual times of individual meetings are to appear only on the AES Web site.

Projection screen

proj

Power distribution

Coffee table

Typical meeting room layout
[updated 2017-05-13]
Not to scale: numbers of tables and chairs may be varied
to fit requirements specified elsewhere